



Islamorada, Village of Islands

LAND USE VILLAGE COUNCIL MEETING

September 12, 2024 - 4:30 PM
Founders Park Community Center
87000 Overseas Highway
Islamorada, FL 33036

The Village Council has resumed the in-person regular meeting format. Virtual participation is still available to the public. Please see the last page of the agenda for participation details

AGENDA

I. CALL TO ORDER / ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. AGENDA: Requests for Deletion / Emergency Additions

IV. PUBLIC COMMENT

(This is general public comment. It provides an opportunity for the public to speak about matters not scheduled elsewhere on the agenda. The mayor opens public comment on agenda items throughout the meeting.)

V. REPORTS AND ANNOUNCEMENTS

- A.** Background Regarding the Presentations of Proposals for RFP 24-10 Comprehensive Plan Update (Robert Cole, Village Manager)

VI. PRESENTATIONS BY PROPOSERS TO RFP 24-10 COMPREHENSIVE PLAN UPDATE

Proposals Provided in the Following Cloud Storage Link [☐ RFP 24-10 Proposals for Presentations](#)

- A.** Able City East, LLC. Presentation of its Proposal for the Comprehensive Plan Update
- B.** Calvin, Giordano & Associates, Inc. Presentation of its Proposal for the Comprehensive Plan Update
- C.** Chen Moore Associates Presentation of its Proposal for the Comprehensive Plan Update
- D.** Inspire Placemaking Collective, Inc. Presentation of its Proposal for the Comprehensive Plan Update

VII. MAYOR / COUNCIL COMMUNICATIONS

VIII. VILLAGE ATTORNEY / VILLAGE MANAGER COMMUNICATIONS

IX. MOTIONS

X. ADJOURNMENT

Options for Viewing the Village Council Meeting:

The public is encouraged to watch the meeting on Monroe County's MCTV Comcast Channel 77. Alternatively, the public may view the meeting streamed live on the Village website from their personal computer, tablet or phone via the following link:

https://www.islamorada.fl.us/departments/communications/live_village_broadcast_meeting.php

Option 1: Email your comments.

1. Public comment should be submitted via email to: public.comment@islamorada.fl.us
2. The email should contain "Public Comment" in the subject line.
3. The name and address of the submitter shall be included in the email.
4. Public comment should be submitted by 9 a.m. the day before the meeting. Public comment will be sent to the Village Councilmembers for consideration prior to the meeting. Public comments will not be read during the meeting.

Option 2: Call in During the Meeting.

1. If phoning in, dial 305-224-1968 and enter the webinar **ID: 911 0656 4166** followed by #. When the Mayor opens public comment pertaining to the agenda item you are interested in dial *9 to be recognized by the Zoom meeting monitor. The Monitor will call you by the last four digits of your phone number. **Please be sure to unmute your phone when you are called upon.**
2. If watching online via Zoom: Open the Zoom webinar link <https://zoom.us/j/91106564166> and follow the prompts to join the webinar. When the Mayor opens public comment use the "raise your hand" feature to be recognized by the meeting monitor. Public comments will be heard in the order in which they are received.

ADA Assistance:

These meetings are open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the ADA Coordinator at (305) 664-6448 or by email at ADA@islamorada.fl.us at least 48 hours before the scheduled meeting



Council Communication

To: Mayor and Village Council
From: Robert Cole, Village Manager
Date: September 12, 2024
SUBJECT: **Background Regarding the Presentations of Proposals for RFP 24-10 Comprehensive Plan Update**

Background:

The existing Comprehensive Plan was adopted in 2001. Since that time, the Village has grown significantly. The Village has exhausted all allocations for market rate housing and has not developed as much workforce/affordable housing as was initially intended and the amount of traffic within the Village has dramatically increased. The original Comprehensive Plan also did not consider sustainability/resiliency and climate change.

The objective of the Comprehensive Plan update is to provide the residential and business community of Islamorada, the Village Council, the Local Planning Agency, other advisory boards, and Village staff with a modernized, concise and engaging tool to guide the Village's decision-making and development over the next 20 years. At the same time, the Village is very interested in a complete update of the Plan's format to include an integration of organization and tools designed to encourage effective implementation, scheduled reviews, and frequent consultation as the roadmap for alignment of future Village initiatives and projects.

On April 9, 2024, the Village Council gave direction to seek proposals for professional consulting services to update the Comprehensive Plan.

Analysis:

The Village issued Request for Proposals ("RFP") 24-10 on May 29, 2024 to solicit proposals from qualified consultants and consulting firms to provide the services to Update the Village's Comprehensive Plan (the "Project"). RFP 24-10 was issued in accordance with Sec. 2-327(b) and (c)(4) of the Village's Purchasing Guidelines in the Village Code of Ordinances.

RFP 24-10 is attached for review of the materials requested from proposers and the proposed method of evaluation.

The Village received a total of five (5) proposals in response to RFP 24-10 by the submittal deadline. A Village Manager appointed Evaluation Committee evaluated and ranked the five proposals and made a presentation to the Village Council on August 8, 2024. At that meeting, the Village Council gave direction to schedule presentations from the proposers for Village Council consideration. Four of the five proposers accepted the invitation to make a presentation; one proposer declined.

The proposers to make presentations and cost proposals are as follows:

Proposer Name	Cost Proposal
Able City East, LLC.	\$ 225,000.00
Calvin, Giordano & Associates, Inc.	\$ 151,630.00
Chen Moore Associates	\$150,000.00 option 1 \$ 170,000.00 option 2 to provide a "Resiliency Element" and additional services through the adoption of the Comprehensive Plan
Inspire Placemaking Collective, Inc.	\$ 97,685.00 \$ 117,896.00 with optional Task to provide additional services through the adoption of the Comprehensive Plan

Budget Impact:

The project costs would be expended from the Planning & Development Services Department Professional Services expenditures account from the General Fund. The proposed FY 2024-2025 Budget currently includes \$200,000.00 for the Project. The revenue source for this project is revenue from ad valorem property taxes.

Staff Impact:

The Planning Director would oversee project services and assist with the coordination and scheduling individual and community meetings during the process.

Recommendation:

The Village Council will hear the presentations from the proposers and determine the next step in the process.

Attachments: 1. RFP 24-10 Comp Plan Update with Addenda



Islamorada, Village of Islands, Florida

REQUEST FOR PROPOSALS

**COMPREHENSIVE PLAN UPDATE
(RFP 24-10)**

Issue Date: May 29, 2024

Islamorada, Village of Islands (the "Village"), will receive formal proposals from qualified proposers to provide the services to Update the Village's Comprehensive Plan (the "Project"). Formal proposals will be accepted until **3:00 p.m. Local Time on July 11, 2024.**

Interested proposers must submit sealed proposal packages by certified mail or in person to:

Islamorada, Village of Islands
Attn: Village Clerk
86800 Overseas Highway
Islamorada, Florida 33036

To be eligible for selection consideration, a submittal package must contain all documentation detailed in Section VII of this document. Proposers must submit one (1) original printed package and three (3) printed copies, and one (1) electronic copy provided by email attachment or cloud storage link. The printed documents shall be enclosed in a sealed envelope and be plainly marked on the upper left-hand corner with the name and address of the Consultant and bear the following title: Islamorada, Village of Islands **"Comprehensive Plan Update (RFP 24-10)."**

The electronic copy should be identical to the original printed package in natively converted PDF format and include "RFP 24-10" in the document title. Submit the electronic document or link to the cloud storage site via email to clerk@islamorada.fl.us **within 24-hours after 3:00 p.m. Eastern Time on July 11, 2024.**

It is the sole responsibility of proposing consultants to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected. At the sole discretion of the Village, an exception to the submittal deadline may be made for emergency conditions affecting Islamorada.

The issuance of this RFP does not obligate the Council to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

I. CONE OF SILENCE NOTICE

A "Cone of Silence" is hereby imposed prohibiting communications in connection with this bid or the Project. The Cone of Silence shall be in effect from the time of issuance of this bid through the time the services or Project procured through this bid are formally awarded through the approval of the Village Council.

Any communications regarding this bid or the Project between: a potential Proposer or Firm, including any person acting on a Proposer's behalf, and the Village Council members, Village staff, including the Village Manager and his staff, Village employees and consultants, and any member of the Village's Evaluation Committee are prohibited.

Duration of Cone of Silence. The Cone of Silence shall terminate upon approval of the contract by the Village Council.

Exceptions to Applicability. The provisions of this Cone of Silence shall not apply to:

1. Oral communications at scheduled pre-proposal conferences or meetings.
2. Formal oral presentations or interviews before the Evaluation Committee as requested by the Evaluation Committee and publicly noticed in advance.
3. Public presentations made to the Village Council members during any duly noticed public meeting.
4. Communications in writing at any time with the Village Clerk, designated responsible for administering the procurement process for this bid document, provided the communication pertains to matters of process or procedure set forth in this bid document, unless specifically prohibited by this bid document.
5. Duly noticed site visits during the time period between the opening of Proposals and the time the Village Council considers the final selection and award of the Proposals.
6. Written questions or requests from Proposers for clarification or information in this bid document to the Village Clerk or the contact provided in Section III of this document, responses to the Proposer's questions or requests for clarification or additional information, and Addenda issued by the Village to this bid document.
7. Contract negotiations.
8. Communications solely with the Village Attorney.

Penalties. Violation of this Cone of Silence by a particular Proposer or Firm, Firm members or personnel, shall render any Proposal submitted in response to the bid disqualified.

Questions Regarding the Cone of Silence. Please contact the Village Clerk with any questions concerning compliance with the Cone of Silence.

II. PUBLIC ENTITIES CRIMES ACT

In accordance with the Public Entity Crimes Act, (Section 287.133, Florida Statutes) a person or affiliate who is a contractor, who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a bid on a contract to provide any goods or services to the Village, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to the Village, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with the Village in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months form the date of being placed on the convicted vendor list. Violation of this Section by the contractor shall result in rejection of the bid, termination of the contract and may cause contractor debarment.

III. INQUIRIES FOR CLARIFICATION

All inquiries and requests for clarification or interpretation regarding this Request for Proposals (the "RPF") shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036 or by email to mary.swaney@islamorada.fl.us **no later than Jun 25, 2024.**

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com> and on the Village's website at <http://www.islamorada.fl.us>. No oral change or interpretation of the provisions contained in this RFP is valid. Written addenda shall be issued when changes, clarifications or amendments to the Request for Proposals document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

IV. NO PRE-BID MEETING

There is no pre-bid meeting for this RFP.

V. PURPOSE

The purpose of this RFP is to solicit sealed cost proposals from qualified planning individuals and consulting teams, hereinafter referred to in the singular as "Consultant," or "contractor" who are interested in carrying out an update to the Village Comprehensive Plan also referred to herein as the "Project". Proposals are requested from Consultants that have a demonstrated ability to perform the tasks identified in the Scope of Services and Deliverables in this RFP.

VI. OBJECTIVES

The objective of this RFP is to enter into an Agreement with one Consultant licensed to do business in Florida who shall furnish all necessary expertise, personnel, tools, materials, equipment, supervision, timely and responsive timeframe to complete the Project. The specific services to be provided and performed are described in Section VIII, Scope of Services.

The successful proposer shall perform the services under the awarded agreement as an independent Consultant, and nothing contained in this RFP or the awarded agreement shall be construed to be inconsistent with this relationship or status. Nothing in the awarded agreement shall be interpreted or construed to constitute the successful proposer or any of its agents or employees to be the agent, employee, or representative of the Village.

VII. BACKGROUND AND HISTORY

The Village is a municipality located within the Florida Keys with a population of approximately 7,212 and 115 full-time employees. As a Florida municipality, the Village must operate within the guidelines of Florida Statutes relating to public records, public meetings, and Sunshine laws. The Village undergoes an annual financial audit pursuant to Florida Statutes. Additionally, the Village must follow the guidelines of its purchasing ordinance when purchasing capital, supplies and services.

The Village is located within the Florida Keys Area of Critical State Concern. Pursuant to Chapter 380, Section 380.0552 of the Florida Statutes, the "Florida Keys Area Protection Act" was adopted by the Florida legislature to establish a land use management system that protects the natural environment of the Florida Keys, that promotes orderly and balanced growth and that ensures that the population of the Florida Keys can be safely evacuated in the event of a hurricane or other emergency. Comprehensive plans and land development regulations and administration of such plans and regulations must be at a service level considered adequate to protect the Florida Keys Area, must fulfill the legislative intent of the Act, and must be consistent with and further the principles guiding development.

The Village consists of four barrier islands extending 18 miles with a total land area of nearly 4,000 acres. The Village boundaries extend from Mile Marker (MM) 90.9 to MM 72.7 along the U.S. Highway 1 corridor. Due to the low-lying topography, highly permeable soil conditions, proximity to the Atlantic Ocean and Florida Bay and the rural character of most of the road network flooding presents one of the most dangerous and costliest natural disaster events that threaten human lives and property.

US Highway 1 is maintained by the Florida Department of Transportation (FDOT). State Road 4A or "Old Highway" has traditionally been used as a residential or community roadway. The Village is responsible for maintaining the residential roadways.

Each island of the Village is characterized by different activities, land use and density. The following provides a general description of the general activities and land use on each island.

Plantation Key - Retail commercial, marine industrial, single family residential, multi-family residential, Coast Guard, FDOT Weigh Station, government, park and recreation areas.

Windley Key - Mobile homes, high density multi-family residential, hotels, motels, state geological site.

Upper Matecumbe - Retail commercial, marine commercial, single family residential, multi-family residential, industrial, hotels, motels, professional office.

Lower Matecumbe - Mostly single family residential, hotels, motels, commercial fishing, parks and recreation areas (public beaches).

VIII. SCOPE OF SERVICES

The objective of the Comprehensive Plan update is to provide the residential and business community of Islamorada, the Village Council, the Local Planning Agency, other advisory boards, and Village staff with a modernized, concise and engaging tool to guide the Village's decision making and development over the next 20 years. At the same time, the Village is very interested in a complete update of the Plan's format to include an integration of organization and tools designed to encourage effective implementation, scheduled reviews, and frequent consultation as the roadmap for alignment of future Village initiatives and projects.

The finished document should be:

1. comprehensive, internally consistent, and legally defensible;
2. organized and written to promote ease of use such that a citizen can easily navigate through it and understand what it says;
3. written in simplified, straight-forward policy language that provides clear rationale upon which implementing code and map amendments may be based;
4. and free of conflicting and duplicative policy language from existing Land Development Regulations.

The selected firm shall be responsible for providing expertise, personnel, equipment, supervision, and other services necessary to update the Village Comprehensive Plan and create a guiding document that reflects the community's unique natural character and provides a clear process, together with specified objectives and policies, of how the Village can build upon its strengths while becoming more economically resilient. The current adopted Comprehensive Plan can be found here: <https://islamorada.municipalcodeonline.com/book?type=plan>

Specifically, by performing the following Project tasks:

1. Conduct a full review of the current comprehensive plan and Land Development Regulations including data and analysis and policy review.
2. Update data and analysis especially in the areas of demographics and land use, annexation patterns, transportation, public services/facilities, housing, environmental conditions, and levels of service related to utilities, recreation facilities, etc.
3. Produce updated and new data and analysis primarily in graphic and tabular formats (spreadsheets, geographic information system (GIS) products, Adobe Suite and other identified formats) that can be easily updated by future Village staff, and, that can be easily exported to public information outlets.

4. Recommend and draft ordinance changes necessary to implement plan policy updates.
5. Conduct citizen forums/hearings, open houses, charrettes, focus groups, other avenues of public input and citizen surveys to acquire information. Information gathered may include, but not limited to, current development patterns, future development patterns including what citizens believe is necessary development for the future.
6. Review and incorporate our existing plans into the comprehensive plan where applicable.
7. Work with Village staff, the Local Planning Agency, Village Council, and various interested parties in the Village to develop the comprehensive plan.
8. Attend the citizen forums/hearings, open houses, charrettes, focus groups, other avenues of public input, work sessions and public meetings with the Local Planning Agency and Village Council.
9. Provide written documents and supporting maps and graphics for the plan based upon the information gathered from the public forums listed in #5 above.
10. Create realistic comprehensive plan that will be a user friendly and can be implemented.
11. Create a comprehensive plan compliant with the Florida State Statutes.

IX. ELIGIBILITY CRITERIA

To be eligible for selection consideration, interested proposers must submit proposals in the manner directed on the first page of this RFP document.

Proposals must contain the following information:

1. **Cover Letter:** Provide a cover letter introducing the Consultant and proposal summarizing in a brief and concise manner the Consultant's understanding of the work to be performed, the commitment to perform the work, a statement explaining why the Consultant believes itself to be qualified to perform the engagement, and a statement that the proposal remains in effect for one ninety (90) days. An authorized agent of the Consultant must sign the Cover Letter indicating the agent's title or authority.
2. **Company Overview:** Provide an overview of the company detailing the total number and expertise of professional staff that would be assigned to the Project, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys.
3. **Project Management Experience/Project Examples:**
 - a) Detail the qualifications and experience of the Consultant and services offered and key personnel within the organization.
 - b) Provide examples of similar projects completed.
4. **Project Approach:** Provide a detailed description of the methodology to be used and how tasks will be organized to complete the Project.

5. **Consultant References:** Provide at least three (3) clients for whom the Consultant has completed similar projects within the last five (5) years. The references should include the name, address, telephone number and email address of a contact person for each reference cited and link to completed, published comprehensive plan.
6. **Cost Proposal:** Provide a complete proposed fee schedule or not-to-exceed cost to complete the Scope of Services. The cost proposal must include a statement that the proposal remains in effect for ninety (90) days.
7. **Timeline:** A proposed timeline to include the Consultant's best estimate of the number of calendar days to complete the Project should be included in the proposal package.
8. **State and Local Authorization to Transact Business:** Submit proof of authorization to transact and conduct business in the State of Florida. The successful proposer must be fully licensed and certified in the State of Florida at the time of submittal for the type of services to be rendered.
9. **Appendix A:** Submit the completed and signed Appendix A acknowledging receipt of Addenda and Affidavit Attesting to Noncoercive Conduct for Labor or Services.

X. INSURANCE FOR AWARDED CONTRACT

1.0 Insurance: The successful proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Village within fifteen (15) days after award of contract, with Village Council listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next highest ranked Consultant. Policies shall be written by companies licensed to do business in the State of Florida and having an agent for service of process in the State of Florida.

Worker's Compensation	Statutory Limits
Employers' Liability Insurance	\$1,000,000 Accident
\$1,000,000 Disease, policy limits	
\$1,000,000 Disease each employee	
General Liability, including	\$1,000,000 Combined Single Limit
Premises Operation	
Products and Completed Operations	
Blanket Contractual Liability	
Personal Injury Liability	
Expanded Definition of Property Damage	
Vehicle Liability	\$300,000 per Occurrence
(Owned, non-owned and hired vehicles)	\$300,000 Combined Single Limit

Consultant shall obtain all necessary endorsements to support these requirements.

The insurance provided by the Consultant shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Village shall be excess of, and shall not contribute to, the insurance provided by proposer.

The insurance maintained by the Consultant shall apply on a first dollar basis without application of a deductible or self-insured retention. The Consultant shall pay on behalf of the Village or the Village's council members, officials, officers, agents and employees any deductible or self-insured retention applicable to a claim against the Village or the Village's council, officials, officers, agents and employees.

Compliance with these insurance requirements shall not limit the liability of the successful proposer. Any remedy provided to the Village by the insurance provided by the Consultant shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of Consultant) available to the Village under the Agreement or otherwise.

Neither approval nor failure to disapprove insurance furnished by the successful proposer shall relieve the successful proposer from responsibility to provide insurance as required by this RFP and the awarded Agreement.

XI. EVALUATION AND SCORING

A publicly noticed bid opening will be held at the Village Administrative Center. An Evaluation Committee made up of three or more Village staff members will convene in a publicly noticed meeting to evaluate proposals after they are opened. Proposals will be evaluated for responsiveness to the RFP. The Evaluation Committee will prepare a ranking of proposers and recommendations to the Village Council based on a point system for entering into contract negotiations. Upon approval and selection by the Village Council, negotiations will commence with the selected proposer. If the Village and the selected proposer are unable to finalize a contract, then the negotiation process will move to the next-ranked proposer and so forth.

Pursuant to Section 287.05701(2), Florida Statutes, the Village may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. In addition, the Village may not give preference to a vendor based on the vendor's social, political, or ideological interests.

[POINT SYSTEM FOR EVALUATION AND SCORING FOUND ON NEXT PAGE]

The point system for the evaluation and scoring of responsive proposals will be as follows:

Company Overview	0 - 10 points
Project Staffing	0 - 15 points
Project Approach	0 - 20 points
Cost	0 - 20 points
Timeline	0 - 15 points
Similar Projects	0 - 15 points
References	0 - 5 points
SUBTOTAL POINT RANGE	0 - 100 POINTS
<u>Certified Local Business</u>	<u>5 points</u>
TOTAL POINT RANGE	0 - 105 POINTS

The Village reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to select a qualified Consultant to provide the services to complete Project as it deems will best serve the interests of the Village.

XII. LOCAL PREFERENCE

Individuals or firms seeking preference as a local business must complete Exhibit "A". Firms meeting all of the following requirements may seek certification as a local business pursuant to Ordinance 2-327(e), Islamorada, Village of Islands.

1. Has a current Monroe County occupational license or business tax receipt, with a principal office located at a physical address which is between MM 72.658 and the Miami-Dade County boundary line; and
2. The principal office has been established a minimum of 18 consecutive months prior to the date of solicitation of bid and operates or performs business on a day-to-day basis that is a substantial component of the goods or services being offered to the Village; and
3. A minimum of 51 percent of the labor or personnel used to perform the purchase or contract reside in the Upper Keys (MM72.658 to the Miami-Dade County boundary line) at the time of submittal; and
4. A minimum of 51 percent of the business' owners reside in the Upper Keys (MM 72.658 to the Miami-Dade County boundary line) at the time of submittal.

XIII. FORM OF AGREEMENT

A draft copy of the form of Agreement for the services is attached as Exhibit "B". The draft agreement includes the major business concerns for the Village, which is subject to change in the Village's discretion. The final agreement will govern the successful proposer's performance under the agreement and shall be executed by the successful proposer(s). All proposers, by submission of their proposals agree to execute an agreement consistent with the terms of this RFP if selected by the Village to perform the Services. The final agreement may not be in the same form as the draft agreement.

XIV. CONFIDENTIALITY AND PUBLIC RECORDS

The Proposal Documents and related materials received from the proposers in response to this RFP will become the property of the Village and will not be returned. The Village is a public agency subject to the Florida Public Records Law.

Florida Statute 119.071(1)(b)(2) provides an exemption for "sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation" until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

Upon the Village's notice of a decision or intended decisions on selection of a proposer or within thirty (30) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this RFP will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Florida Public Records Law). All documents submitted to the Village pursuant to this RFP are public records or documents subject to disclosure, except as specifically exempted by Florida law or other Applicable Law. The Village reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

By submitting proposals, each proposer expressly acknowledges and agrees that the Village will not be responsible or liable in any way for any losses that the Consultant may suffer from disclosure of information or materials to third parties and the Consultant agrees to defend, indemnify, and hold harmless the Village from all costs (including reasonable attorneys' fees) arising from or related to any action under Florida Public Record's Law.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

APPENDIX A

ACKNOWLEDGMENT OF ADDENDA AND DOCUMENTS

The Proposer hereby acknowledges the receipt of the following addenda issued by the Village and incorporated into and made part of this RFP. In the event the Proposer fails to include any addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

ADDENDUM NUMBER

DATE RECEIVED

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In addition to the addenda listed above, I acknowledge receipt of the Affidavit Attesting to Noncoercive Conduct for Labor or Services (attached to Exhibit "B") and if awarded an Agreement with the Village will execute the affidavit attesting that my business does not use coercion for labor or services.

Signature

Title

Print name

Date



ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

ADDENDUM NO. 1

COMPREHENSIVE PLAN UPDATE (RFP 24-10)

ISSUE DATE: June 6, 2024

This Addendum forms a part of the Request for Proposals (RFP) and clarifies the original RFP.

Question 1: Is there an allocated budget amount?

Answer: No. The services were not anticipated during Fiscal Year 23-24. Funds will be allocated for Fiscal Year 23-24 through a budget amendment or in the Fiscal Year 24-25 budget for the amount of the services to complete the project.

Question 2: What is the anticipated timeframe to have the plan completed and adopted?

Answer: Twelve (12) months.

Question 3: Is the expectation to have the consultant team take the plan through the formal adoption process after transmittal to the state or is it anticipated that staff is to handle that portion of the process? Additionally, who does the Village anticipate to address any comments from the state - the consultant team or staff?

Answer: At this time the Village staff is expected to take the plan through formal adoption. Staff will also be able to answer any questions from the State.

Question 4: Does the Village want the updated plan to be within the municode format?

Answer: Yes



ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

ADDENDUM NO. 2

COMPREHENSIVE PLAN UPDATE (RFP 24-10)

ISSUE DATE: June 18, 2024

This Addendum forms a part of the Request for Proposals (RFP) and clarifies the original RFP.

Question 1: How much of a deep dive do you want to do with Land Development Regulations? The RFP is for a comprehensive plan update, but it mentions the LDRs as well. What the expectation is of a scope of work pertaining to the LDRs within this process; i.e., is it a matter of doing a relatively light analysis of the impact of changes to the policy framework on the LDRs, so that those changes can be made following the plan's adoption, or does the Village expect to actually update the LDRs concurrently with the comp plan?

Answer: The Village is seeking an analysis of the impact of changes to the policy framework on the LDRs, so that those changes can be made following the plan's adoption.



Council Communication

To: Mayor and Village Council
From:
Date: September 12, 2024
SUBJECT: Proposals Provided in the Following Cloud Storage Link ☐ [RFP 24-10](#)
[Proposals for Presentations](#)

Background:

Analysis:

Budget Impact:

Staff Impact:

Recommendation:

Attachments: None



Council Communication

To: Mayor and Village Council
From:
Date: September 12, 2024
SUBJECT: **Able City East, LLC. Presentation of its Proposal for the Comprehensive Plan Update**

Background:

Analysis:

Budget Impact:

Staff Impact:

Recommendation:

Attachments: None



Council Communication

To: Mayor and Village Council
From:
Date: September 12, 2024
SUBJECT: Calvin, Giordano & Associates, Inc. Presentation of its Proposal for the Comprehensive Plan Update

Background:

Analysis:

Budget Impact:

Staff Impact:

Recommendation:

Attachments: None



Council Communication

To: Mayor and Village Council
From:
Date: September 12, 2024
SUBJECT: **Chen Moore Associates Presentation of its Proposal for the Comprehensive Plan Update**

Background:

Analysis:

Budget Impact:

Staff Impact:

Recommendation:

Attachments: None



Council Communication

To: Mayor and Village Council
From:
Date: September 12, 2024
SUBJECT: Inspire Placemaking Collective, Inc. Presentation of its Proposal for the Comprehensive Plan Update

Background:

Analysis:

Budget Impact:

Staff Impact:

Recommendation:

Attachments: None